



**TOWN OF FRAMINGHAM
MASSACHUSETTS**

**RFP#16-132
May 3, 2016**

**NOTICE OF VACANCY
May 3, 2016**

POSITION: Transcriptionist/Clerk
DEPARTMENT: Charter Commission
SALARY: \$25.00 Hourly
HOURS: 12-30 hours per month

The Town of Framingham is seeking a Transcriptionist/clerk to take minutes at meetings of the Charter Commissioner and provide clerical support to the Commission. This is a part-time position at approximately 12-30 hours per month with compensation on an hourly basis.

The Charter Commission will meet on every Monday evening through February 6, 2017, will have 11 public hearings, one per month, on different evenings, throughout the community and 9 community educational forums at various times and locations from February 9 through March 30, 2017.

Responsibilities include attending all Charter Commission meetings including public hearings and educational forums, taking minutes during the meetings, preparing the final draft of meeting minutes and providing clerical support before the meetings. Minutes must be prepared/produced in compliance with the Commonwealth of Massachusetts Open Meeting Law and Public Records Law. <http://www.mass.gov/ago/government-resources/open-meeting-law/>

Required skill set:

- Proficiency in Windows-based computer software including MS Word and Excel,
- Excellent English language skills including grammar and spelling,
- Excellent listening skills
- Excellent proofreading skills
- Attention to detail

Interested parties may access past meeting minutes of the Charter Commission on the Town's website at

<http://webapps.framinghamma.gov/weblink8/Browse.aspx?startid=35&dbid=0>

Please visit our website:

<https://ess.framinghamma.gov/MSS/employmentopportunities/default.aspx>

The Town of Framingham is an Affirmative Action Equal Opportunity Employer.